



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

Family Investment Administration
ACTION TRANSMITTAL

Control Number: 15-21

Effective Date: UPON RECEIPT

Issuance Date: March 3, 2015

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND CASE MANAGERS**

FROM: ROSEMARY MALONE, EXECUTIVE DIRECTOR

RE: NEW MEDICAL REPORT FORM DHR/FIA 500

**PROGRAMS AFFECTED: FOOD SUPPLEMENT PROGRAM (FSP), TEMPORARY
CASH ASSISTANCE (TCA), REFUGEE CASH
ASSISTANCE (RCA), TEMPORARY DISABILITY
ASSISTANCE PROGRAM (TDAP) AND CHILD CARE
SUBSIDY (CCS)**

ORIGINATING OFFICE: OFFICE OF PROGRAMS

Background:

We have revised the form DHR/FIA 500 medical report, effective immediately. We have also revised the signature requirements: we will no longer make a distinction between a "health provider" and a "medical provider." Specifically, we no longer will require a medical doctor to sign the form when a licensed medical provider completes it. Another reason for the change in signature requirements is because we are no longer required to send medical reports to State Review Team to establish disability for Medical Assistance.

The revised form incorporates all information case managers need when determining disability for TCA, RCA, TDAP, and CCS applicants or recipients.

While we have streamlined the procedures for processing this form, our intent is that providers who are familiar with the clients complete the form. Additionally, while we respect the diagnoses and opinions of the professionals who complete forms, guidelines for questionable verification remain applicable. For example, a case manager may ask for follow up information if a mental health provider bases a work program exemption solely on a physical injury.

ACTION DUE:

The LDSS may begin to use the new DHR/FIA 500 form immediately upon receipt from the DHR warehouse. Issuance and use of the new form does not change existing Program policies or CARES procedures. The new DHR/FIA 500 Medical Report Form will also be available under FORMS on FIPNET. Other versions of the DHR/FIA 500 form are obsolete.

INQUIRIES:

Direct FSP questions to Rick McClendon at 410-767-7307 or rick.mcclendon@maryland.gov. Direct TCA, TDAP and RCA questions to Fatmata Khella at 410-767-7956 or fatmata.khella@maryland.gov. PAA questions should be directed to Vera Lynch at 410-767-7994 or vera.lynch@maryland.gov. Child Care Subsidy questions should be directed to Myra White-Gray at 410-767-7863 or myra.white-gray@maryland.gov.

cc: DHR Executive Staff
FIA Management Staff
Constituent Services
Policy and Training Staff
DHR HELP Desk
MSDE-DECD